











Town of Fort Smith Municipal Services Committee

Tuesday, March 6, 2018, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. 2018 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
 - a. Sustainable Development Advisory Board
11. Protective Services
 - a. Fire Department
 - i. February, 2018 Statistics
 - b. Ambulance Department
 - i. February, 2018 Statistics
 - c. Bylaw Department
 - i. February, 2018 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
 - a. Downtown Development Plan
14. Other Business
 - a. Briefing Note – DPA-005-18 Marion Berls and Dave Purchase
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents		
  		
Municipal Services Minutes February 1:	Vision, Values and Goals.doc	2018 Capital Plan
  		
Fire Department February 2018 Stats	Ambulance Department February 2018 Stats	Bylaw Department February 2018 Stats
 		
Downtown Development Plan	Briefing Note-DPA-005-18 M:	



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, February 13, 2018, at 8:15 pm.

Chairperson: Mayor Napier-Buckley
Members Present: Mayor Napier-Buckley, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf
Regrets: Cr. Bell, Cr. Dumont
Staff Present: Keith Morrison, Senior Administrative Officer; Lisa-marie Pierrot, Executive Secretary; Cynthia White, Director of Community Services

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 8:08 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Tuckey

That the agenda be adopted as amended.

b. Minutes – The minutes of January 16, 2018, were reviewed and were adopted at the Council meeting of January 23, 2018.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. 2018 Capital Plan – The Capital Plan was reviewed. He indicated that the climate change funding has been received to design the abatement behind the RCMP building, at axehandle hill and on to the sewage lagoon. He advised that a RPF will be advertised for the design services and will get funding for treatment work. He indicated that there are currently two RPF's being advertised. He noted that one is for the engineering services on the Water and Sewer infrastructure replacement and the other is for engineering services on the landfill expansion. He indicated that smaller jobs have been delegated to staff. He advised that the Director of Community Services will be managing the Recreation Centre master plan which is funded by the Small Community's Fund. He indicated that the master plan will start for Town hall once the RCC work is complete. He advised NorthwesTel will be putting in services for facilities for AWG. He indicated that he is requesting information from NWTel to have the services in place after AWG as there is a need to join all facilities on one network. He advised that cell phone services are also going to be multiplexed in order to increase cell phone access. He indicated that there is also an opportunity to get a Town wide Wi-Fi and is an opportunity for the Town to provide internet services to residents. He indicated that AWG also received a free service from Bell that will be left for the community after AWG. Mayor Napier-Buckley asked for clarification on the system, she indicated that there are times services go out. Administration advised that as fibre lines gets interrupted that affects the landlines, cell phone and internet services but with the services disturbed, there would be a back up to ensure that the community doesn't lose those services. He indicated that satellite phones are often used in those situations as well but have proven to be unreliable as they lose battery power. The service that is being considered is a satellite internet system that would eliminate all those problems.

3. Water and Waste Water

Administration advised that the water treatment plant staff will be moving the wash cars to the snowboard park area for AWG. He indicated that the water treatment plant staff are busy updating facilities and preparing for AWG.

4. Public works

- a. Four Languages Stop Sign – Cr. Kikoak asked for an update on fixing the Chipewyan word for stop signs. Administration indicated that there is no update as its too cold to remove signs. He advised that replacing all the signs have stopped but he has also heard that the spelling is correct. He indicated that he is currently working on collecting more information on the word before changing 130 stop signs.

5. Sustainable Development

- a. Sustainable Development Advisory Board
SDAB Minutes February 1, 2018 – The SDAB Minutes were reviewed. Administration advised that the minutes includes discussion on the Waste Management Plan. He indicated that ENR is developing a Waste Management Strategy and will be meeting in Hay River. He indicated that the Mayor wrote a letter to ENR to have a meeting in Fort Smith. He advised that ENR invited two SDAB members to attend the meeting in Hay River. He advised that the Mayor and Chris Westwell the chair of SDAB will be attending the meeting in Hay River. He noted that ENR hosted a meeting in Fort Smith as a result of the letter on February 8, 2018. He commended Council on attending. He advised that ENR was excited about the engagement of the community. He indicated that the strategy is a high-level undertaking and that the Town probably won't see any funding from ENR for the next three to four years. He advised that a composting garbage truck is required and would require funding to put program on the ground. He advised that affordable housing is also a discussion with SDAB and that they have been meeting with contractors to bring affordable housing in place. He indicated that there is good discussion and he anticipates a recommendation brought forward from SDAB shortly. He advised that the Arctic Energy Alliance is looking to get expression of interest and will provide up to ten thousand to complete an energy audit project. He advised that SDAB has made a recommendation to submit expression of interest form to the Arctic Energy Alliance.

RECOMMENDATION

Moved by: D/M Smith

Seconded by: Cr. Tuckey

That an expression of interest application be completed and submitted to the Arctic Energy Alliance for the Community Government Building Energy Audit Project.

CARRIED UNANIMOUSLY

6. Protective Services

- a. Fire Department
 - i. Statistics Report – The January, 2018, statistics report was reviewed.
Administration advised that it was a busier month with some small fires and there were no major damages.
- b. Ambulance Department
 - i. Statistics Report – The January, 2018, statistics report was reviewed.
Administration advised that ambulance department provided support for AWG trials and that AWG paid for ambulance to be part of the event.

c. Bylaw Department

- i. Bylaw Statistics Report – The January, 2018, statistics report was reviewed.

Administration indicated that it was a standard month. He advised that the animal shelter is experiencing an increase in kittens. He noted that the he received positive response for the Protective Services Supervisor competition and is confident in filling that position. Mayor Napier-Buckley indicated that she is not happy about five speeding offences, but she is happy they are fined. Cr. McArthur indicated that residents are aware of when the Bylaw officer is out of town and suggested that it would be good to have a backup.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Tuckey

Seconded by: Cr. Holtorf

That Cr. Bell and Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on February 13, 2018.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 6, 2018.

9. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Tuckey

That the meeting be adjourned at 8:35 pm.



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

Vision The Town of Fort Smith will work with its partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 80,000		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; 2018 includes \$10k carry-over from 2017.	CPI
Integrated Community Sustainability Plan	\$ 10,000	Funding to complete contract for Strategic Planning.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for asset management system.	GAS TAX
Municipal Services	\$ 8,325,000		
Public Works	\$ 375,000		
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	CPI
F150 4x4	\$ 105,000	Replace 2011 2WD Works truck; existing unit will go to Community Services and 2003 Community Services truck surplus. Replace 2006 FM truck; existing unit will be surplus. Replace 2006 Works truck; existing unit may be added to FM fleet or surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 550,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	CPI
Mower	\$ 20,000	Replace 2002 Mower with unit robust enough for fire abatement maintenance. Existing unit will be surplus.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete contract for mid-life retrofit of building.	CPI
Environmental	\$ 1,575,000		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Gylcol piping requires upgrading. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplusd.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
Community Services	\$ 780,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2017	(Details, issues, comments)	Funding Source
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilising SCF Federal funding.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	CPI
Library Renovations	\$ 10,000	The Library is in need of basement carpet and fence repair.	CPI
Capital Project Total Summary	\$ 9,185,000		
	2016 Audit Balances	Proposed 2018	Balances
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
Total CPI	\$ 4,200,196	\$ 3,660,000	\$ 540,196
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
Total Gas Tax	\$ 1,776,000	\$ 1,775,000	\$ 1,000
Municipal	\$ 159,353		
Mobile Equipment	\$ 196,863		
Recreation	\$ 42,143		
Emergency Equipment	\$ 412,195		
Computer	\$ 27,971		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total General Reserves	\$ 1,038,525	\$ -	\$ 1,038,525
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Utility Reserves	\$ 2,038,082	\$ -	\$ 2,038,082
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Environmental Reserves	\$ 200,000	\$ -	\$ 200,000
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
Total Federal Funding	\$ 6,250,000	\$ 3,750,000	\$ 2,500,000
Total Capital and Reserves	\$ 15,502,803	\$ 9,185,000	\$ 6,317,803



**Fort Smith Volunteer Fire Department
Monthly Report
February 2018**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
5-Feb-18	22:32	Chimney Fire	10 Pine Cres	11	23:30	
7-Feb-18	19:00	Training	Fire Hall	13	20:50	Hydrants and hose work - flowing water.
10-Feb-18	9:00	Callout	TWCC	9	10:00	Scent of furnace exhaust in building.
14-Feb-18	9:00	Motor Vehicle Accident	Hwy 5	8	9:05	Called off as suiting up.
14-Feb-18	19:00	Training	Fire Hall	7	20:00	Setting up new vehicle extrication equipment
19-Feb-18	19:15	Liberty Fire Alarm	36 Poppy	7	19:20	Called off by Liberty during response
21-Feb-18	10:00	Gas Smell	82 McDougal	1	10:30	Tested air quality with gas detector - sewage malfunction.
21-Feb-18	19:00	Training	TDC	13	21:20	Vehicle Extrication Training
28-Feb-18	19:00	Training	TDC	10	21:15	Vehicle Extrication Training

Type of Call	Month	Year to Date	Last Month	Last Year	Last Year to Date
Training/Practice	4	8	4	4	7
Callout	4	8	4	3	8
Other (Event/Investigation)	1	1	0	1	4
Total	9	17	8	8	19

# Active Members (end of month)	20
# Of Person-Hours	105.1

Comments

A big thanks to TDC for donating vehicles, equipment, and space for vehicle extrication training. Our new extrication equipment appears to be a vast improvement over our old equipment and should increase our ability to quickly deal with motor vehicle accidents.



Fort Smith Volunteer Ambulance Monthly Report February 2018

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
Feb 5	3:10	Code Medevac	2	5:40	
Feb 5	8:20	Code Medevac	2	11:30	
Feb 5	18:22	Code Medevac	2	20:00	
Feb 7	4:13	Code 1	2	5:30	
Feb 6	6:45	Code 2	2	7:20	No patient transport. No one at address.
Feb 7	14:17	Code Medevac	2	17:45	
Feb 8	16:00	Code 2	2	17:10	
Feb 10	7:18	Code 1	4	8:45	CPR on scene / assist health centre
Feb 17	8:14	Code 1	2	9:30	
Feb 21	4:50	Code Medevac	3	7:50	
Feb 21	12:42	Code 1	2	14:00	
Feb 24	4:16	Code 1	2	6:30	
Feb 25	14:40	Code Medevac	2	17:30	
Feb 28	1:50	Code Medevac	2	3:50	

Type of Call	February 2018	Year to Date	Last Month	February 2017	Last Year to Date
Code 1 = Life threatening incident	5	15	10	9	17
Code 2 = non Life threatening incident	2	5	3		2
Code 3 = Fire support					1
Code Medevac = Medevac flight support	7	19	12	3	14
Code Transfer = Transfer of patient					
Code Zulu = Transfer of deceased person					
Total	14	39		12	34

Total Number of Responders	13
Total Estimate Person Hours	61.7



Bylaw Monthly Report

Feb-18

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	1					abandon on st ann's stolen
Dogs at Large	11	2			\$238.00	two owners payed for dogs
Unregistered Dog	4					ft res residents are dropping there pets in town
Dogs in pound	4					and alot of cats
Speeding	5	5			\$250.00	speeding in school zone
Stop work Order	0					
Unregistered vehicle	1					given to RCMP
Unsightly Lands	0					
Traffic Issue	3					unloading in a crossing
Non emergency call	1					scooter in ditch person needs help
Dev permits	0					
RCMP Matters	2					MVA and Impaired driver
Fire calls	0					0
Ambulance assist	8					codes 1-2 and medivacs/ driver
general complaints	4					grader compliants /snow
Stop work Order	0					
Business license	37					renewel
					\$488.00	

Additional Comments:



BRIEFING NOTE

To: Mayor and Council

Date: February 27, 2018

Subject: Marion Berls and Dave Purchase DPA-005-18 – Home Occupation Permit

Purpose:

Marion Berls and Dave Purchase have submitted a Home Occupation Development Application, DPA-005-18, to sell arts and crafts, provide bookkeeping services, repair electronics and provide forest fire consulting services from Lot 395, Plan 207, 38 Polar Crescent in Fort Smith. The property is owned by the applicant.

Background:

The property is zoned R1 Single Detached Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Marion Berls and Dave Purchase have applied to sell arts and crafts, provide bookkeeping services, repair electronics and provide forest fire consulting services. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-005-18 be approved.

Jim Hood
Development Officer



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, XOE OPO
Phone: (867) 872-8400 Fax: (867) 872-8401

RECEIVED
FEB 21 2013
FORM A: APPLICATION

Application No. DPA-005-18

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Marion Bernt's & David Purchase Interest (if not owner): _____
Telephone: 621-0810 Email: mmberts@hotmail.com
Mailing Address: Box 86

Owner Information (if different than applicant):

Registered Owner's Name: same as above
Telephone: _____ Email: _____
Mailing Address: _____

Property Information:

Civic Address to be Developed: 38 Polar Crescent
Zoning: R1 Lot# 395 Block# - Plan# 207
or Certificate of Title: _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Type of Lot (check one): Street Facing Corner Interior Other
Existing Use(s) of Property: residential
Proposed Use(s) of Property (if applicable): residential / home occupation

Estimated Cost of Project: \$ NA

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

[Signature]
Applicant's Signature

Feb. 21/18
Date

Owner's Signature (if different than applicant)

Date



REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards/Setbacks (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date _____
- Estimated completion date _____
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
 - Sign location
 - Dimensions (Height, Width, and Thickness)
 - Size of letters
 - Projection from building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Installation Contractor: _____
- Business License Number: _____
- Planned Installation Date: _____

6. HOME OCCUPATION

- Type of Home Occupation proposed: Forest fire Consulting, electronics repair, arts/crafts, bookkeeping Services
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- Is this Home Occupation incidental and subordinate to the residential use? subordinate
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: as soon as possible



THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 to make payment arrangements.

Date of Application Feb. 14/18 mg		New Application <input type="checkbox"/>		Renewal <input checked="" type="checkbox"/>		RECEIVED	
Name of Applicant Marion Berls + Purchase		Name of Business Under the Northern Lights				FEB 21 2018	
Business Street Address 38 Polar Cr., Ft. Smith		Legal Address Lot: 395 Plan: 207		Mailing Address P.O. Box 86, Ft. Smith			
Phone Number C: 867-621-0810		Fax Number n/a		Do you wish to have your contact information to be placed on the Town's website? Yes/No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Email Address mberls@hotmail.com				Web Page Address n/a			
Type of Business: RESIDENT				Type of Business: NON-RESIDENT			
<input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (936))		\$75.00		<input type="checkbox"/> Hawker/Peddler		\$285.00	
<input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Contractor		\$225.00	
<input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone)		\$125.00		<input type="checkbox"/> Charitable Purposes		no charge	
<input type="checkbox"/> Hawker/Peddler		\$125.00					
<input type="checkbox"/> Junior Business		\$1.00					
<input type="checkbox"/> Charitable Purposes		no charge		COPY			
Please Note: Resident business applications after September 1 will cost one half the regular price							
<input type="checkbox"/> Change Fee for any license		\$35.00		<input checked="" type="checkbox"/> Late Fee (if renewal received after February 15)		\$35.00	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION							
Arts + crafts Book-keeping services Electronics repair Forest fire consulting services							
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):		Number of Employees			
				Full Time:		Part Time: 2	

I, Marion Berls, hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 2 (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

***Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

Signature of Applicant: *M Berls*

On Behalf of (Name of Business): Under the Northern Lights

License Approved: _____
Signature of SAO or Development Officer

Date: _____

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